

Adjutant General's Department

7/28/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	NEW Building Construction Inspector https://www.da.ks.gov/ps/pub/reginfo.asp?id=178170	CFMO	Until Filled
Topeka	1,2,3	Unclassified	Accountant I https://www.da.ks.gov/ps/pub/reginfo.asp?id=178145	Comptroller	Until Filled
Topeka	1,2,3	Unclassified 999 hours	Resource Protection Officer-999'r https://www.da.ks.gov/ps/pub/reginfo.asp?id=178089	JFHQ Security	August 9, 2014
Topeka	1,2,3	Unclassified Full-Time	Applications Developer II - GIS https://www.da.ks.gov/ps/pub/reginfo.asp?id=177985	KDEM	July 31, 2014
Ft Riley	1,2,3	Unclassified	Industrial Mechanical Technician https://www.da.ks.gov/ps/pub/reginfo.asp?id=177669	CFMO	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Army Stationing & Installation Program Manager (Building Construction Inspector)

Construction and Facilities Management Office - Topeka, KS

Requisition #178170 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$18.26 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: Develops, analyzes and maintains the KSARNG Military Construction Projects and five year annual work plan. Researches, analyses, compile and submits Multi-year Construction Authorization and Funding Documents and provides supporting documentation for long-range construction projects. This involves utilizing detailed military tables and report formats which provide construction requirements based on a myriad of factors. i.e. including number of people, number of jobs, workspace requirements, pieces of equipment (tanks, trucks, desks, etc) authorized. Maintains analyses and makes recommendations to the KSARNG Stationing Plan. Researches a wide spectrum of documents, which supports the development of detailed long-range and quarterly construction and stationing plans and projects. Manage and maintain the Construction Facility Management Office (CFMO) Stationing Management system, maintaining Stationing Documentation, Plans, and documentation. Training of Army Stationing and Installation Plan applications (ASIP). Coordinate state support staff, capture transient events for the training center, and update ASIP during edit cycles. Certify that the current ASIP is complete and accurate.

How will I be screened? (Required Qualifications): High School required with a minimum of three years' experience in the construction industry in an on-site capacity. Six (6) months of education and /or experience in construction planning and collection of military construction information; and two (2) years background in working with multiple software programs including EXCEL and ACCESS, and analysis of those programs. (1) one year of experience with civil engineering practices. (10) Ten years' experience working with PRIDEWEB, (10) Ten years' experience in real property accountability Education may be substituted for experience as determined relevant by the agency. Incumbent must have the ability to establish and maintain effective working relationships with vendors, departmental officials and the public. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Graduation from an accredited college or university with a bachelor's degree or master's degree is desirable. Strong background in computer operation with emphasis in spreadsheet operation. General knowledge of military authorizations documents such as TDAs, NGPAM 415-28, and MTOEs, DOD PRICING Guide is desirable. Applicants that lack a degree must be able to demonstrate an advanced level of knowledge in Excel worksheets. Completed the CFMO University training courses in Real Estate. Knowledge of principles, practices, and objectives of construction cost estimates and planning. Knowledge of the techniques of collecting and organizing physical, technical, economic, legal, and other data used in construction and real property. Knowledge of codes, laws and regulations relating to construction. Knowledge of military organization and authorization document – Table of Distribution of Allowances (TDA) and Modified Table of Organization and Equipment (MTOE).

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

Accountant I JFHQ - Comptroller's Office - Topeka, KS

Requisition # - Open until filled - Job Summary: Classified, Full-Time, 40 hours per week, \$18.26 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position will be responsible for receiving and processing all State Active Duty (SAD) payroll and subsistence timely and accurately through the use of the SAD Database, the State of Kansas' Statewide Human Resources and Payroll Systems (SHaRP), and the Statewide Management Accounting and Reporting Tool (SMART). In addition, the position will be responsible for auditing financial transactions of the Station, Unit and other funds on a yearly basis. This position will also provide support to Kansas Division of Emergency Management in coordinating and following up on A-133 audit requirements of sub-recipients. Finally, the position will assist the other accounting duties as needed.

How will I be screened? (Required Qualifications): One year of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency. Incumbent must have the ability to establish and maintain effective working relationships with vendors, departmental officials and the public. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Preferred Applicants: Will possess knowledge of State of Kansas' Statewide Human Resources and Payroll Systems (ShaRP), Statewide Management Accounting and Reporting Tool (SMART) and demonstrate accounting knowledge and experience.

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

Resource Protection Officer – Temporary 999 Hour Position Joint Forces Headquarters Complex – Topeka, KS

Multiple Positions –

Job Summary: Position is a temporary 999 hours per year, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

Applications Developer II - GIS Kansas Division of Emergency Management- Topeka, KS

Requisition # 177985 - Closes July 31, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$23.31 - \$31.47 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The Kansas Division of Emergency Management (KDEM) has progressively tasked the GIS section through Regional Mitigation Plans, requiring 19 specific maps for each counties Emergency Operations Plans, Managing a Volunteer Response Team, Managing thousands of data layers, Managing a Response Vehicle, and serving an Agency that is using its GIS more than it ever has in the past. This position serves as the primary and sole backup in the SEOC to the GIS Coordinator.

The employee will work directly for the GIS coordinator and perform technical work in information systems analysis and application development. Work includes developing and modifying application software, identifying and documenting application requirements, preparing system designs and detailed specifications from which application software will be written. Codes, tests, debugs, maintains, and documents software. Work may involve several information systems, technologies or products. May perform all aspects of complex web application development and maintenance.

How will I be screened? (Required Qualifications): Minimum Bachelor's degree in geography or computer science or 24 academic hours in computer science, geography, cartography and or related science and math. Three (3) years of experience in geographical information systems or digital spatial databases and analysis. Must be able to show progressive responsibility using the GIS. Must have good communication, organizational, analytical, and time management skills. Knowledge of Spatial Data Standards, experience with ESRI GIS products including but not limited to ArcGIS, ArcView, and ArcSDE.

Preferred Applicants: Will possess knowledge of other GIS software such as Intergraph, Bentley and AutoCAD. Preference will be given to Emergency Management Experience.

Industrial Mechanical Technician Construction Facilities Maintenance Office, Fort Riley, KS

Job Summary: Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All.

Job Description: Inspects, operates, maintains, modifies & repairs mechanical equipment & building systems, i.e. abrasive blast systems, compressors, electric motors, pumps, HVAC etc.; performs PM & seasonal overhauls; and installs & repairs structural components of roll-up doors & overhead hoists.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and five (5) years' experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.